

Job Description
Missouri State Highway Patrol

Class Title: Criminalist Supervisor, DNA Casework

Title Code: V00514

Effective Date: 07/26/96

Date Reviewed:

Date Revised: 01/05/05

Immediate Supervisor: Criminalist Supervisor/DNA Technical Leader

Position Supervised: DNA Criminalists I, II, III

FLSA Classification: Partial-Exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a very responsible professional, supervisory, and advanced technical position. Work includes performing and/or supervising complex and technical work in the detection and scientific analysis of body fluid samples from casework using current DNA techniques. Direction and special assignments are received from the Laboratory Director, Assistant Director, and Criminalist Supervisor/DNA Technical Leader who review the work through evaluation of reports and meetings.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides direct supervision of criminalists and laboratory technicians (e.g., delegates work and monitors completion of same, provides guidance, training, technical assistance, and participates in crime scene investigations.); monitors subordinate's job performance and provides appropriate feedback; prepares and conducts a formal evaluation in consultation with division director.

Performs a variety of administrative duties directly related to subordinates (e.g., reviews employee time records and approves/disapproves leave; approves expense reports; handles personnel issues and problems; recommends personnel decisions to staff; prepares correspondence; conducts and attends meetings)

Performs forensic DNA analysis on samples using the most current scientifically accepted methods; interprets DNA results via analysis and data processing; and enters data into CODIS databases.

Briefs immediate supervisor and/or division directors on division activities to include case assignment, status of pending casework, and any other areas of concern that could become public knowledge and/or involve potential legal ramifications for the department; confers with immediate supervisor, other division laboratory supervisors and subordinate personnel reference laboratory methodology, current safety issues, scientific and legal developments, and progress of shared caseload, etc.

Assists with coordination, research and development of new body fluid stain identification, DNA techniques, validation studies and maintenance of documentation records when implementing new procedures.

Makes decisions and guides subordinates on body fluid and DNA analysis based on the quality and quantity of the submitted sample and procedures set forth by the Criminalist Supervisor/DNA Technical Leader.

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Generates and receives requests to and from other law enforcement agencies, prosecutors, trial attorneys, and courts regarding DNA analysis and crime laboratory procedures.

Follows established QA/QC guidelines and is responsible for ensuring compliance of subordinates.

Reviews and updates records on caseload, purchasing, training opportunities, time records, and court monitoring, etc., within the DNA casework section.

Assists the Criminalist Supervisor/DNA Technical Leader with identification, application, and monitoring of federal grants for DNA programs.

Supervises, regularly examines, and analyzes the following: submitted criminal evidence for the presence of body fluid samples (e.g., blood, semen, vaginal secretions, skin cells); a variety of potentially hazardous materials (e.g., HIV, hepatitis, and/or unknown pathogens contaminated by body fluid evidence); and forensic evidence that may be soil laden, maggot infested, putrefied, rank and/or otherwise unpleasant.

Supervises and regularly performs complex scientific techniques including, but not limited to, semen and blood identification, species determination, DNA analysis by PCR.

Implements, reports, improves, and directs, the procedures, methods, and personnel associated with the DNA casework section.

Facilitates for the section, and participates in and successfully passes practical competency and/or written test(s) prior to assuming casework using a new or updated testing method.

Facilitates and participates in the proficiency testing program for the DNA casework section.

Facilitates for the section, and successfully completes a minimum of two external proficiency tests per year as required by FBI's Quality Assurance Standards for Forensic DNA Testing Laboratories and ASCLD/LAB's accreditation criteria.

Interprets test results obtained from the proper microscopic, biochemical and DNA methods.

Supervises the collation of data and preparation of reports; reviews and edits reports prepared by subordinates for clarity and completeness; ensures the criminalists have properly completed and attached the appropriate forms; submits reports for archiving, classification, and proper dissemination per statutory and/or department requirements.

Routinely testifies as an expert witness in a court of law while maintaining composure under intense cross-examination; prepares evidence and exhibits; trains subordinates about the role of an expert witness in legal proceedings; reviews division personnel testimony and provides input, as needed.

Attends workshops, meetings, conferences, and seminars to gather and share information with the Criminalist Supervisor/DNA Technical Leader and peers as well as learn about any new developments and/or trends.

Conducts training of law enforcement personnel about body fluid analysis, collection and preservation of evidence, and chain of custody procedures; educates attorneys about complex scientific analysis and serves as a technical advisor during trial proceedings.

Reviews requests for equipment, materials, and/or training by section personnel; makes recommendations to immediate supervisor on same. Communicates decision to affected personnel.

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Assists with budget decision items and requests, and legislative matters involving amendments to current legislation including fiscal note requests.

Assists in contacting scientific equipment manufacturers, writing specifications for new scientific equipment, and selecting successful bidders on this equipment.

May interact with television, radio, or print media personnel reference DNA informational news spots.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, copier, calculator, etc.).

Performs job-related travel, as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the procedures and methods used in the collection and DNA analysis of body fluid samples.

Extensive knowledge of the compilation and preparation of evidence for presentation in court and the role of an expert witness in legal proceedings.

Extensive knowledge and practice of the safety rules and procedures associated with laboratory equipment and chemicals.

Extensive knowledge of proficiency testing, and competency tests.

Extensive knowledge of the practices of good laboratory technique and strategies for the reduction of PCR contamination.

General knowledge of the principles of supervision.

Skill in supporting subordinate's decisions and actions in processing casework.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to work with potentially hazardous materials as detailed in the description of duties.

Ability to research new equipment, write bid specifications, and deal with bidders.

Ability to review the work of subordinates and provide constructive criticism.

Ability to perform administrative duties as detailed in the description of duties.

Ability to review requests for equipment, materials, and training and make recommendations reference same.

Ability to generate and receive requests for information from a variety of individuals reference DNA analysis.

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Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate records and reports.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend findings in court.

Ability to compile and prepare information for presentation (e.g., mock trials held in the laboratory, actual court appearances, and teaching training courses).

Ability to recognize and identify minute details.

Ability to establish and maintain effective working relations with others.

Ability to properly use laboratory equipment, photography equipment, standard office equipment, and chemicals.

Ability to gather, assemble, correlate, and analyze information critical to the overall operation of the section.

Ability to review and revise manuals.

Ability to educate individuals reference forensic science.

Ability to develop methods and/or techniques to upgrade laboratory capability.

Ability to train subordinates.

Ability to formulate logical, reasonable conclusions based on available factual information.

Ability to perform job-related travel (e.g., appearing in court and attending training seminars, meetings, etc.).

Ability to participate in, and successfully pass, practical and/or written competency test(s) prior to assuming DNA profiling duties.

Ability to oversee, monitor, and interpret information necessary for the successful functioning of the DNA casework section.

Ability to interact with the media.

Ability to work with material that may be sexual in nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Ability to perform job-related travel, as needed.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree in one of the natural sciences or a closely related field; coursework must include 20 semester hours in biology to include college coursework covering the subject areas of genetics, biochemistry, molecular biology (molecular genetics, recombinant DNA technology). Course work and/or training in statistics and population genetics as it applies to forensic DNA analysis is recommended. These courses must comply with the FBI's Quality Assurance Standards for Forensic DNA Laboratories and ASCLD/LAB's accreditation criteria. A minimum acceptable grade of C or equivalent in these core biology courses and the core baccalaureate major courses is required. Core courses with grades less than a C must be resolved by retaking the course and achieving a grade of at least a C. Prior job experience will not replace these minimum academic requirements.

AND

Possess at least three years experience as a Criminalist III DNA Casework or comparable experience.